NEW YORK STATE

ANNUAL PROGRAM STATEMENT, 1975-76

TITLE I - SERVICES
LIBRARY SERVICES AND CONSTRUCTION ACT

May 23, 1975

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The University of the State of New York
The State Education Department
Division of Library Development
99 Washington Avenue
Albany, New York 12230

I - 75-76

Foreword
to the

New York State Annual Program Statement
Library Services and Construction Act

Title I - Services

Title I - Services - of the Library Services and Construction Act as amended by Public Laws 91-600 and 93-380, includes programs of service to State institutions and to persons who are blind or physically handicapped (so as to be unable to read or use conventional printed materials) as well as for the improvement of extension of public library service. In keeping with the provisions of the Federal Act, and the Statement of Criteria included in New York State's Basic State Plan, the Annual Program Statement for Title I will emphasize these major purposes in New York State.

---- the improvement of public library service and the elimination of inadequacies, with emphasis on outreach to the disadvantaged, deprived, educationally handicapped, those in minority groups, and those of limited English-speaking ability.

---- improvement of library service in State institutions, (hospitals, prisons, etc.).

---- expanding and improving library programs to the blind and those unable to use conventional printed materials.

---- improving public library systems and libraries which serve as regional resources with focus 1) on confederations of library systems, and 2) on service to the adult independent learner.

---- extension of library service to those without reasonable access to a library outlet.

---- strengthening the State Library and its extension services.

To maximize the effectiveness of Federal assistance funds, existing resources and services are to be integrated into Federal program planning wherever possible. To compensate for different problems and variations of situation from one type of library to another, or in different size libraries, flexibility of planning will be provided for. Within the Program Objectives (summarized on pages 6 & 7) several types of activity planning are anticipated.

1. State Level Program

- personnel and services provided at the State level for the benefit of Statewide library development.

2. Applicant-Initiated Projects

- projects under a given Program Objective which are to be developed by the eligible applicant in its application for a grant.

- projects to be evaluated competitively by the State agency and selections made within the availability of funds.

3. Specific Grants and Services

- definite programs, deemed desirable to Statewide library development, offered to those eligible applicants which meet minimum requirements and choose to apply. (In the event of a cut in the anticipated level of Federal appropriation, not all categories of specific grants will be offered and notification of those specific grants not to be offered in 1975-76 will be distributed.)

4. Invitational Projects

- the State Agency may invite applications for grants by a public library system or group of systems in that limited number of instances where a specific need for a study, evaluation, an added dimension of an existing project or where a broader aspect of a State-wide concern appears as a result of a project under Program Objectives I through V.

It will be necessary for each potential applicant to study the entire Program Statement to determine which Program Objective offers services and benefits which are most suitable to its present program and needs, and under which it is eligible to make application for a grant. Under any one Program Objective, only one system-initiated project application will be accepted from an eligible applicant. Such limitation does not apply to specific grants. Note carefully item 3. above.

Guidelines for applications for grants under the applicant-initiated projects section of the Program Statement are attached.

SPECIAL NOTE

The ability to implement all elements of the entire Program Statement must be considered tentative. Until the level of the 1975-76 appropriation for the Library Services and Construction Act is known it cannot be assured that all objectives of the Program Statement can be implemented. Assignment of funds to Program Objectives or to specific project applications will depend upon the allocation of Federal funds to New York State. Pending notification of final level of Federal funding, it may be necessary to give limited approval to project applications for periods of time shorter than requested. The present Library Services and Construction Act terminates as of June 30, 1976.

Guidelines for Applications for Grants

1. Who May Participate

1.1 Only eligible applicants, as identified in the description of projects under the key program objectives, may submit applications for grants. The eligible applicants shall include:

1.1.1 a public library system as approved under Section 272 of Education Law.

1.1.2 a public library system acting as agent for a confederation of two or more types of libraries.

1.1.3 a State department or administrative agency which operates institutions engaged in the custodial care or habilitation of persons with health, mental health, behavioral or social problems.

1.1.4 a regional library for the blind and physically handicapped, designated as such by the Library of Congress.

1.2 Other public libraries, not listed as eligible applicants, may participate in projects if included in the applicant's project description, but may not file separate applications.

2. Conditions of Application

2.1 A letter of intent and preliminary proposal are to be submitted on forms provided by the Division of Library Development before a full grant application is made. This is expected to avoid the extensive work required in developing full applications that cannot be funded or can only be funded at lower levels thus requiring considerable reworking of the application and budget. A secondary benefit expected for applicants is that the Division of Library Development may assist them in correcting projects that through misunderstanding or error do not meet guidelines before full project development makes changes difficult. The preliminary proposal shall indicate such factors as:

2.1.1 concise statement of need

2.1.2 short description of proposed project

2.1.3 estimated budget

2.1.4 list of proposed staff positions

2.2 Each application, to be submitted on a form provided by the Division of Library Development, shall indicate such factors as -

2.2.1 Objective of project to be undertaken. Description of project.

2.2.2 Need. In what way is there inadequacy at present in system program in this area? What is the importance of the program to system area as a whole?

2.2.3 How will the project help meet that need? Exactly what program is to be undertaken? Describe.

2.2.4 Statewide significance, (if any), of project.

2.2.5 Does this project represent the implementation of a study or survey conducted under a previous grant?

2.2.6 Budget (Personnel, Library Materials, Equipment, Other).

2.2.7 Federal funds needed. Other funds to be used.

2.2.8 Date project could be undertaken. Date project could be completed.

2.2.9 Statement that services provided under the grant will be provided free and without discrimination.

2.3 In general, applicants should emphasize in their applications projects of more than local significance which reflect the key objectives of the Federal Act and the State Annual Program Statement. Decision on awards will be based on such factors as:

2.3.1 Need, inadequacy of present service.

2.3.2 Importance of project to system area as a whole.

2.3.3 Significance of project to State as a whole.

2.3.4 Readiness to initiate project.

2.3.5 Local involvement.

2.3.6 Careful planning of project to meet program objectives.

2.3.7 Sound budgeting.

2.3.8 Success of applicant in carrying out other Federal projects.

2.3.9 Relationship to other LSCA projects undertaken previously.

2.3.10 Relationship to other Federal programs, including Housing and Community Development.

2.3.11 Maintenance of local fiscal effort.

2.3.12 Innovative and exemplary aspects.

2.4 Applications for projects will be accepted only if the described project or phase of a continuing project can be completed entirely by December 1, 1976.

2.5 Applications submitted by library systems must be approved by the board of trustees. Applications submitted by State departments or agencies on behalf of institutions must have the approval of the designated administrative authority.

2.6 Deadline for all letters of intent and preliminary proposals is July 15, 1975. Notifications of proposal status and requests for applications, with application forms, will be sent for those projects for which federal funding appears available by August 15, 1975. Delays in federal appropriations may postpone all or some notifications and requests for applications.

2.7 Deadline for applications for all Projects, both specific and applicant-initiated, for fiscal year 1975-76, will be September 15, 1975. Awards for projects being renewed will be granted not later than October 24, 1975. Awards for new projects will be granted by November 1, 1975. Delays in Federal appropriations may force postponement of awards, but every effort will be made by the State Agency to meet the deadlines specified.

3. Conditions of Funding

3.1 Payments of grants will be made as follows:

3.1.1 Library systems will receive 25% advance on approval of the project; amounts requested on the monthly or quarterly reports; and 10% reimbursement after final claim, final narrative report and equipment inventory have been filed and approved.

3.1.2 State departments and agencies filing applications for institution service grants will receive funds on an interagency transfer basis.

3.2 All Federal funds shall be expended solely for the purpose for which paid. They may not earn interest and cannot be used to pay interest on loans.

3.3 Local support (excluding capital expenditures) of agencies receiving a Federal grant may not be reduced because of the receipt of Federal funds below the floor year (second preceding fiscal year) specified in the Act.

3.4 Narrative reports of program progress are a requirement for Federal funding. Such reports will be required at the end of the Federal fiscal year (June 30) and upon conclusion of the project.

Summary of Program Objectives

I. DISADVANTAGED

To promote the outreach of the public library to persons who have educational, socioeconomic, cultural, or other disadvantages that prevent them from receiving the benefits of library services designed for persons without such disadvantages and who for that reason require specially designed library services. The term includes persons whose needs for such special services result from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large. Also to eliminate inadequacies of library service to such persons.

II. LIBRARY SYSTEM IMPROVEMENT

To improve the quality of public library systems and public libraries serving as system regional resources through studies and evaluation and through grants to systems to enable them to overcome defined deficiencies in program. In FY1975-76 the focus of the grants shall be on 1) planning confederations of library systems and libraries, and on 2) overcoming inadequacies in the public library's services to the adult independent learner.

III. INSTITUTION LIBRARY SERVICE

To stimulate and assist the development of adequate and expanded library service to staff and residents of State institutions engaged in the custodial care and habilitation of persons with health, mental health, behavioral or social problems.

IV. SERVICE TO THE BLIND AND PHYSICALLY HANDICAPPED

To extend and improve library service to persons who are blind or physically handicapped in a manner so as to be unable to read or use conventional printed material.

V. EXTENSION

To extend public library service to those without reasonable access to a library outlet owing to geographical distance, changes in population distribution and/or other circumstances. Justification for such extended service public library service would include consideration of adequate minimum population, provision of adequate minimum level of tax support, and distance from available public library outlets. Where fixed outlets are not justified, mobile outlets and library service by mail may also be considered. Extension of library services to those of limited English-speaking ability and through cooperation with other specialized agencies for special purposes will be encouraged.

VI. STATE LIBRARY AND EXTENSION AGENCY

To strengthen the State Library agency's general reference and consultant services to backstop the public library systems, metropolitan libraries, institution libraries, and regional libraries for the blind, and to assist in statewide library development. To administer LSCA program.

VII. PUBLIC LIBRARY SYSTEMS (State Aid)

To strengthen public library services by State grants-in-aid under Education Law 272-273 to public library systems. (This is the existing matching project which will qualify New York State for Federal funds by the expenditure of State funds at the $24.85 million level.)

Description of Projects Under Program Objectives

I. DISADVANTAGED

To promote the outreach of the public library to persons who have educational, socioeconomic, cultural, or other disadvantages that prevent them from receiving the benefits of library services designed for persons without such disadvantages and who for that reason require specially designed library services. The term includes persons whose needs for such special services result from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large. Also to eliminate inadequacies of library service to such persons.

1. State Program (Illustrative)

1.1 Conference for Library Administrators

Plan a conference for librarians of major cities in New York State to stimulate further thinking on how libraries can reach and serve the disadvantaged. Stress inter-agency interpretation.

1.2 Consultant Service

Add staff to the Division of Library Development to promote, coordinate and interpret public library projects to the disadvantaged. To provide liaison with other State and Federal programs in this area.

1.3 Migrant Workers

Conduct a study and develop a plan for library service to migrant workers either through incentive grants-in-aid to library systems or through a Department administered program.

1.4 Research

Study the Public Library as a resource for work with the disadvantaged. Conduct user and other evaluative studies.

2. Applicant-Initiated Projects

Plans and budget requests for projects implementing this program objective may be submitted as follows:

2.1 Eligible Applicants

Only public library systems may apply.

2.2 Conditions of Grant

An application may be submitted describing and requesting funds for either:

2.2.1 A basic project grant (not to exceed $5,000) for library materials. Where the application is for the basic grant only, less justification and support of information will be required. The application must indicate how such limited funds, if allocated to the system, would be expended. Possible uses of the basic grant might be acquisition of AV materials for use of the disadvantaged, or other materials used for or on behalf of the disadvantaged by agencies working with disadvantaged.

2.2.2 A more comprehensive project grant for a program of service to the disadvantaged. Every application requesting more than the basic project grant must be accompanied by a system plan for identifying the disadvantaged and their library service needs, describing the materials, methods, and personnel to be employed in meeting these, the relationship of the program to existing library service programs and to other Federal programs, such as Housing and Community Development Act, and outlining the method for evaluating effectiveness. If the application for a comprehensive project grant for a program of service to the disadvantaged includes a motor vehicle, please indicate whether such motor vehicle is new or a replacement. If it is an additional vehicle, no more than $45,000 may be requested from LSCA funds. If it is a replacement, no more than 35 percent of the cost can be paid from this LSCA grant not to exceed $20,000. If whole or partial LSCA funding has been received previously by any system for two or more motor vehicles with a unit price of $20,000 or more, no additional application for a bookmobile will be approved.

2.3 Basis of Award

2.3.1 Within available funds, a public library system submitting an approvable basic project will receive an amount not to exceed $5,000 for library materials.

2.3.2 Within available funds and on a competitive basis, public library systems submitting proposals for a more comprehensive program will receive grant awards above the minimum basic project grant.

2.3.3 Within available funds, those public library systems that submit, but do not receive grants for more comprehensive programs, may receive a basic project grant (not to exceed $5,000) for library materials if they show within their more comprehensive program application how they can effectively utilize such basic grant.

3. Invitational Projects

To improve library service to the disadvantaged, the State Agency may invite applications for grants by a public library system or a group of systems in that limited number of instances where a specific need for a study, evaluation or an additional dimension of an existing project or where a broader aspect of State-wide concern appears as a result of a project under this Program Objective.

3.1 Eligible Applicant

Public library systems may apply only by invitation of the State Agency.

3.2 Conditions of Grant

Will be specified when it is determined that a project by invitation is required. The usual submission dates do not apply.

3.3 Basis of Award

To be specified.

II. LIBRARY SYSTEM IMPROVEMENT

To improve the quality of public library systems and public libraries serving as system regional resources through studies and evaluation and through grants to systems to enable them to overcome defined deficienceis in program. In FY1975-76 the focus of the grants shall be on 1) planning confederations of library systems and libraries, and on 2) overcoming inadequacies in the public library's services to the adult independent learner.

1. State Program (Illustrative)

1.1 State Level Studies, for example:

1.1.1 State level studies of new patterns for delivery of public library services and/or coordination with other types of libraries.

1.1.2 State level studies of public library systems programs from the point of view of the library user.

1.1.3 Establishment of uniform data of value in measuring public library services and costs, in measuring library use, and in setting standards.

1.1.4 Studies on trends in local tax support, future tax support, etc. Problems of tax resistance.

1.1.5 Studies in the application of modern technology to library methods and procedures, to promote efficient management.

1.1.6 Studies of management problems common to a number of central libraries in the State.

1.2 State Level Program

Training programs and workshops for librarians

2. Applicant - Initiated Projects

Grants for development of a plan for confederations of library systems and libraries to implement this program objective may be submitted as follows:

2.1 Eligible Applicant

Only public library systems may apply. The Board of Trustees of each public library system, any reference and research library system or public libraries, and the Board or Authorized Officer of any other type of library actively involved must co-endorse the grant application.

2.2 Conditions of Grant

The grant shall be used only for the development of a plan leading to confederations of library systems and libraries across existing network boundaries. Such plan should recommend any of a variety of approaches including contractual relationships, formal reorganizations, or other restructuring. The proposal must include both:

- Two or more public library systems.
- Two or more types of libraries.

The purpose should go beyond the usual intersystem or intertype of library cooperation such as presently exists. The

project should propose new configurations and innovative methods of integration to create more effective and efficient methods of library service through use of all available resources. The proposal should have the potential to meet creatively needs and problems of the area and participants, using approaches and mixes of components most suitable to successful implementation of the plan developed. It is recognized that plans will, and should, reflect the rich variety of library service provided in New York State and the broad mixture of ways in which libraries are constituted to provide such service. The plans should move forward from this solid base to indicate ways to enhance, enrich, strengthen and advance library service so that all residents of the State may increasingly profit from all the resources of all the libraries they support.

2.3 Basis of Award

Within available funds grants will be made on a competitive basis. A maximum of 10 grants is anticipated.

Proposals may include consultant fees, travel costs to meetings for participants and other necessary costs inherent in the planning process. Added staff, demonstrations or pilot projects, or salary reimbursements to existing staff may not be included. Consultants must be approved by the Division of Library Development.

Those proposals best identifying the need and the desired end result, showing the greatest promise of providing more effective and efficient library service at all levels by using all available resources to the maximum, indicating a creative and innovative approach will be favored.

3. Specific Grants and Services

Grants to improve library services for the adult independent learner will be made for costs of training personnel, books and other library materials, equipment, temporary personnel, and for contracting for specialized services and establishment of Job Information Centers.

3.1 Eligible Applicant

Only public library systems may apply. The Board of Trustees of any local library involved must co-endorse the grant application.

3.2 Conditions of Grant

The grant shall be used for:

3.2.1 the acquisition of books and other library materials needed to further aid the program with emphasis on vocational materials.

3.2.2 the costs of substitute, overtime and temporary help employed to release public service librarians to participate in training programs, to conduct training programs, to build an inventory of information on existing educational, vocational and other resources, and to carry out other functions needed to develop the program. Travel costs deriving from such activities will be allowed. Librarians who participate in training will be obligated to transfer training.

3.2.3 the acquisition of non-book media to assist the independent adult learner and assist in the development of the program and supporting equipment required.

3.2.4 contracts to provide specialized services required for the program.

3.3 Basis of Award

Within available funds each eligible applicant submitting an approvable plan may receive a grant not to exceed the amounts in the following schedule:

Population Served	Without Job Information Center	With Job Information Center
Up to 500,000	$ 25,000	$ 35,000
500,000 to 1 million	$ 50,000	$ 65,000
1 million to 1.5 million	$ 75,000	$ 95,000
Over 1.5 million	$100,000	$125,000

4. Invitational Projects

To improve library service 1) through confederation of library systems or libraries, or 2) to the adult independent learner. The State Agency may invite applications for grants by a public library system or a group of systems in that limited number of instances where a specific need for a study, evaluation or an additional dimension of our existing project or where a broader aspect of State-wide concern appears as a result of a project under this program objective.

4.1 Eligible Applicant

Public library systems may apply only by invitation of the State Agency.

4.2 Conditions of Award

Will be specified when it is determined that a project by invitation is required. The usual submission dates do not apply.

4.3 Basis of Award

To be specified.

III. INSTITUTION LIBRARY SERVICE

To stimulate and assist the development of adequate and expanded library service to staff and residents of State institutions engaged in the custodial care and habilitation of persons with health, mental health, behavioral or social problems.

1. State Program (Illustrative)

1.1 Consultant Service

Secure personnel in the Division of Library Development to assist the State departments or agencies which administer institutions, in planning and advisory work, but especially in the area of training institution library personnel.

1.2 Non-book Library Resources

Provide better access to educational audiovisual materials (especially films and tapes) through enrichment of the State Library film collection, and improved accessibility of these materials.

1.3 Studies

Examine problems and needs of institution library service on a Statewide basis. Develop a statement of goals and a plan to meet such goals.

1.4 Training Sessions

Provide training sessions for institutional library personnel and administrative staff and for public library system and local library staff in relation to further cooperative development of library services to institutions.

2. Applicant-Initiated Projects

Plans and budget requests for projects which will improve library service in State institutions may be submitted as follows:

2.1 Eligible Applicant

Only State departments or administrative agencies which operate institutions engaged in the custodial care or habilitation of persons with health, mental health, behavioral or social problems may apply.

2.2 Conditions of Grant

2.2.1 The application must show that the institution in which the grant will be used is engaged in the custodial care or habilitation of persons with health, mental health, behavioral

or social problems; that the average duration of such care or habilitation is in excess of 30 days; that the institution is maintaining an educational program aimed at the patient's or inmate's successful adjustment to society; and that the level of non-Federal support of any library program will not be diminished as a consequence of a Federal grant.

2.2.2 Applications on behalf of institutions with resident population of 150 or more may be made to improve service already offered by a library on the premises.

2.2.3 Applications may be made on behalf of smaller institutions for contractual services from an existing public library, public library system, or other appropriate library agency which would agree to provide service suited to the specified needs of the institution population.

2.3 Basis of Award

Within available funds all project applications will be evaluated with priority going to that project or projects which best will combine Federal and non-Federal funds to develop model institution library service.

3. Specific Grants and Services

3.1 Grants not to exceed $500 per facility will be given for acquisition of library materials for State institutions with residential population of 150 or more with emphasis on foreign language materials where applicable.

3.1.1 Eligible Applicant

Only public library systems may apply.

3.1.2 Conditions of Grant

The grant may be used only for purchase of paperback books, newspapers and periodicals to be placed in the institution's library for the residents. Selection of materials is to be made cooperatively by the institution librarian and appropriate staff and staff of the public library system. The level of support of the institution library must not be diminished as a result of the addition of these materials. First preference should be given to acquisition of foreign language materials for those of limited English-speaking ability in the English language for those situations where such materials would be useful in enhancing and improving library service to such residents. It is recognized that special format

materials are required in institutions serving the blind and visually handicapped.

3.1.3 Basis of Award

Within available funds a grant not to exceed $500 per eligible institution will be given.

4. Invitational Projects

To improve library service for the residents of State institutions, the State Agency may invite applications for grants by a public library system or a State department or administrative agency in that limited number of instances where a specific need for a study, evaluation or an additional dimension of an existing project or where a broader aspect of a State-wide concern appears as a result of a project under this program objective.

4.1 Eligible Applicant

Only a public library system or a State department or administrative agency engaged in the custodial care, rehabilitation and habilitation of persons with health, mental health, behavioral or social problems may apply only at the invitation of the State Agency.

4.2 Conditions of Grant

Will be specified when it is determined that such project by invitation is required. Usual submission date does not apply.

4.3 Basis of Award

To be specified.

IV. SERVICE TO THE BLIND AND PHYSICALLY HANDICAPPED

To extend and improve library service to persons who are blind or physically handicapped in a manner so as to be unable to read or use conventional library materials.

1. State Program (Illustrative)

1.1 New York State Library - Regional Library for the Blind

To assist this State operated library to expand and improve its services to persons who are blind, or suffer from other physical disabilities which make the use of conventional library materials impossible.

1.2 Public Information Program

Continued effort will be made to promote understanding of the program at the community level on a Statewide basis. Continuous effort will be made to develop and maintain working relations with public library systems and public library outlets.

1.3 Improved Communication

Provide a WATS (Wide Area Telephone Service) line allowing blind readers to call in directly to the Regional libraries for the blind for faster and improved service.

2. Applicant-Initiated Projects

Plans and budget requests for projects which will meet the special needs of those not able to make use of conventional library materials may be submitted as follows:

2.1 Eligible Applicant

Only the New York Public Library may file an application for a project to expand and improve its service responsibilities to persons who are unable to use conventional library materials due to blindness or other physical impairments.

2.2 Conditions of the Grant

The application must guarantee that all funds received under a Federal grant will be used for the improvement of services, and that the level of non-Federal support will not be lessened because of the receipt of a Federal grant.

2.3 Basis of Award

Within available funds, the budget request submitted by the regional Library for the Blind and Physically Handicapped maintained by the New York Public Library will be evaluated for need and effectiveness.

3. Invitational Projects

To improve library service to the blind and those physically handicapped in such manner as to be unable to read or use conventional printed material, the State Agency may invite an application for a grant by the New York Public Library for the regional Library for the Blind and Physically Handicapped, which the New York Public Library maintains, in that limited number of instances where a specific need for a study, evaluation or an additional dimension of an existing project or where a broader aspect of a State-wide concern appears as a result of a project under this program objective.

3.1 Eligible Applicant

Only the New York Public Library may be invited to apply by the State Agency.

3.2 Conditions of Grant

Will be specified when it is determined that such a project by invitation is required. Usual submission dates does not apply.

3.3 Basis of Award

To be specified.

V. EXTENSION

To extend public library service to those without reasonable access to a library outlet owing to geographical distance, changes in population distribution and/or other circumstances. Justification for such extended public library service would include consideration of adequate minimum population, provision of adequate minimum level of tax support, and distance from available public library outlets. Where fixed outlets are not justified, mobile outlets and library service by mail may also be considered. Extension of library services to those of limited English-speaking ability and through cooperation with other specialized agencies for special purposes will be encouraged.

1. State Program (illustrative)

1.1 Consultant Service

Add and utilize personnel at the State level to encourage and advise system personnel in developing innovative or experimental methods of serving the unserved or inadequately served populations in their own system areas.

1.2 Studies

Conduct user study which will assist in pinpointing areas of inadequacy in library services and indicating areas needing additional outlets, and such other studies as might be pertinent.

2. Specific Grants and Services

2.1 Mobile Library Service to Readers

2.1.1 Eligible Applicant

Only public library systems may apply.

2.1.2 Conditions of Grant

If a system wishes to (1) establish library service in an area for the first time, (2) improve service in depth through mobile multi-media library services, or (3) extend substantially library service in an area now served by bookmobile, it may apply for a grant for a bookmobile or a small van (mini-mobile) or other motor vehicle adapted for the purpose of direct public library service in areas where such service would reach reasonable numbers of people in a year-round program. Full documentation and justification must be submitted, including proposed use, schedules and breakdown of population to be served. Maps showing location of existing outlets (both fixed and mobile) and proposed

outlets must also be submitted. Indicate whether the bookmobile or other motor vehicle to be purchased is an addition to or a replacement of existing equipment. Professional staffing from other than LSCA funding is required. Intersystem planning, especially in utilization of bookmobiles, is encouraged. If whole or partial LSCA funding has been received previously by any system for two or more motor vehicles with a unit price of $20,000 or more, no additional application for a bookmobile will be approved.

2.1.3 Basis of Award

Within available funds each eligible applicant may receive a sum not to exceed $45,000 for a bookmobile to be added to existing equipment, or no more than 35% of the total vehicle replacement cost to replace existing equipment, not to exceed $20,000.

2.2 Mail Order Library Service

2.2.1 Eligible Applicant

Only public library systems may apply.

2.2.2 Conditions of Grant

Application may be made to develop and operate a Mail Order Book Catalog project or a Books by Mail project to 1) serve persons who are homebound or otherwise unable to have physical access to the local public library, or 2) give library service to areas of very low population density where access to library service by reason of geographical or cultural isolation is difficult or where bookmobile service cannot be justified on an economic or other valid basis. Intersystem cooperation is encouraged.

2.2.3 Basis of Award

Within available funds grants will be made based on actual cost, but not to exceed $20,000. Priority will be given to systems building on an existing service.

2.3 New Libraries or Reorganization of Libraries: Establishment Grants for Books.

2.3.1 Eligible Applicant

Only public library systems may apply. Local libraries must co-endorse the application.

2.3.2 Conditions of Grant

Establishment grants to encourage the organization, where needed, of new public libraries in communities of sufficient population to support a local public library. Require adequate minimum population, adequate minimum level of tax support, and library system membership.

Establishment grants to encourage the reorganization, where desirable, of existing libraries. Require adequate minimum population, adequate minimum level of tax support and library system membership. Guidelines will be issued.

2.3.3 Basis of Award

Within available funds grants will be made on a matching basis.

2.4 Access to Physical Facilities

To assist in providing access to public library facilities and services for the physically handicapped by the elimination of architectural barriers through grants for architectural studies and plans.

2.4.1 Eligible Applicant

Only public library systems may apply. The Board of Trustees of the local library must co-endorse the application.

2.4.2 Conditions of Grant

A grant will be made for any public library serving over 15,000 population to obtain a study, advisory assistance and plans, where necessary, to make an existing public library facility and services accessible to the physically handicapped. A State registered architect will be required and must be approved by the Division of Library Development. Guidelines will be issued.

2.4.3 Basis of Award

Within available funds the grant will be based on actual cost, not to exceed $5,000 per library facility to be studied.

2.5 Foreign Language Materials

A grant will be made for the acquisition of foreign language materials to be placed in libraries, branch libraries, or library outlets serving persons of limited English-speaking ability.

2.5.1 Eligible Applicant

Only public library systems may apply. The Board of Trustees of any member library actively involved must co-endorse the application.

2.5.2 Conditions of Grant

A grant may be made to a public library system for the acquisition of foreign language materials, with emphasis to be on current materials such as periodicals, newspapers and paperback books, but limited amounts of tapes, cassettes and phonorecords may also be acquired. Since these grants are not intended as a substitute for local responsibility to provide basic foreign language library resources, materials purchased under these grants are to be placed in local community or neighborhood outlets directly serving a significant group of persons with limited English-speaking ability. Information and documentation must be submitted for each library outlet in which materials will be placed as to need, size and kind of ethnic group to be served and how availability of materials will be publicized and uses encouraged.

2.5.3 Basis of Award

Within available funds a system may apply for a grant of $500 per outlet, not to exceed a total of $5,000. Not more than a single grant of $500 may be used for materials to be placed in any one library, branch library or other library outlet which provides direct public service.

2.6 Cooperative Bicentennial Projects

2.6.1 Eligible Applicant

Only public library systems may apply. The Board of Trustees of any member library actively involved must co-endorse the application.

2.6.2 Conditions of Grant

A grant will be made to a library system to permit either system or library cooperation with another local or regional agency such as a museum, historical society or official Bicentennial planning committee. The purpose is to develop a cooperative library program in conjunction with such agency by a project such as developing, printing and distributing

a local history bibliography, mounting a library exhibit, co-sponsoring a library program, or developing other library component focused on a local aspect of the Bicentennial.

An audiovisual project using video taping equipment available at the system level or development of a local oral history project for local programs and library loan may be considered. Only a minimal amount of necessary equipment may be acquired under the project although needed supplies, including blank tape or cassettes, may be acquired.

2.6.3 Basis of Award

Within available funds a grant not to exceed $5,000 will be made.

3. Invitational Projects

To improve the extension of library service, the State Agency may invite applications for grants by a public library system or group of systems in that limited number of instances where a specific need for a study, evaluation or an additional dimension of an existing project or where a broader aspect of a State-wide concern appears as a result of a project under this program objective.

3.1 Eligible Applicant

Only a public library system may apply, and only by invitation of the State Agency.

3.2 Conditions of Grant

Will be specified when it is determined that such a project by invitation is required. Usual submission date does not apply.

3.3 Basis of Award

To be specified.

VI. STATE LIBRARY AND EXTENSION AGENCY

To strengthen the State Library agency's general reference and consultant services to backstop the public library systems, metropolitan libraries, institution libraries, and regional libraries for the blind, and to assist in Statewide library development. To administer LSCA programs.

1. State Program (Illustrative)

1.1 Strengthen Division of Library Development

1.1.1 Review staffing requirements of Division of Library Development in light of responsibility under Library Services and Construction Act, with particular reference to need for upgrading some supervisory level positions and for adding administrative staff with coordinating, non-field responsibilities.

1.1.2 Provide specialized consultant services with supporting clerical assistance. Continue to provide general consultant services to systems and consultant service to promote coordination of services of various types of libraries and to interpret needs.

1.1.3 Provide staff for statistical analysis of library trends, formulation of standards, methods analysis, publications, to improve the quality of advisory services offered by the Division of Library Development.

1.1.4 Provide space needs for expanded staff.

1.2 State Library Reference Coordinator

Provide a coordinator of State Library reference services on the State Library Staff.

1.3 Reinforcement of Regional Library Services

Provide materials and services at the State level which will backstop the regional library service to various types of local users, for example: improved bibliographical service, such as automated State documents checklist and control system; inter-loan delivery service, to expedite the transfer of

materials in the NYSILL network; collections of special materials such as foreign language books.

1.4 Film Collection and Other Media

Build a collection of AV materials, or contract for provision of materials, as a specialized resource at the State level for loan to public library systems, providing special items in depth for special program purposes. To the State collection of films, add a limited number of filmstrips, tapes, phono records, slide sets, programmed learning materials and other new non-book media for loans to systems. Acquire equipment to permit use of new media for demonstration purposes.

1.5 Library Systems Conferences

To bring about an interchange of ideas and information among library systems, annual conferences for system staff, central library staff, library specialists, and trustees are sponsored by the Division of Library Development.

1.6 Training Programs

Training programs may be offered for non-professional and professional librarians by the Division of Library Development.

1.7 Trustees

1.7.1 Regional workshops for trustees may be planned in cooperation with the Association of New York State Library Boards.

1.7.2 A conference for new system trustees may be conducted annually.

1.7.3 A special program designed to reach new trustees may be developed.

1.8 Publications, training aids

Publications, to promote improvement of library service and for training courses, workshops, etc. for librarians and trustees.

1.9 Advisory Council on the Federal Library Services and Construction Act

Reimburse actual expenses of members incurred in connection with their duties.

VI. PUBLIC LIBRARY SYSTEMS (State Aid)

To strengthen public library services by State grants-in-aid under Education Law 272-273 to public library systems. (This is the existing matching project which will qualify New York State for Federal funds by the expenditure of State funds at the $24.85 million level.)

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NEW YORK STATE
ANNUAL PROGRAM STATEMENT, 1975-76

TITLE II-CONSTRUCTION
LIBRARY SERVICES AND CONSTRUCTION ACT

CRITERIA FOR SELECTION OF PUBLIC LIBRARY BUILDING PROJECTS TO RECEIVE FEDERAL GRANTS IN AID

May 23, 1975

THE LIBRARY OF THE
APR 28 1976
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Division of Library Development
99 Washington Avenue
Albany, New York 12230

II - 75-76

FOREWORD

to the

New York State Annual Program Statement

Library Services and Construction Act

Title II - Construction

Title II of the Library Services and Construction Act as amended by Public Law 91-600 provides a grant program to assist in

----- construction of new public library buildings

----- acquisition, expansion, remodeling, and alteration of existing buildings

----- initial equipment of any such buildings

----- any combination of such activities including architect's fees and the cost of acquisition of land.

The purpose of this New York State Annual Program Statement, *Criteria for Selection of Public Library Building Projects To Receive Federal Grants in Aid*, is to provide information for trustees, librarians, and others interested in obtaining a grant for a public library building project.

The basic objective of the Library Services and Construction Act, Title II grants is to assist in providing adequate physical facilities for public library service where none exist or where inadequate, limiting library service. Any public library facility constructed with a Federal construction grant must be devoted to public library purposes for a period of not less than 20 years.

Prospective applicants should study this annual program statement carefully to gain a full understanding of the implications of this program in the planning of an approvable construction project.

SPECIAL NOTE

At this time the level of Federal funding to be made available is not known nor the date that such funds may become available to New York State. For these reasons it is not possible to state when announcement of approval of grants can be made, as grant approval is contingent upon level and availability of Federal funding. As in 1973-74 and 1974-75, the Presidential Budget for 1975-76 contains no funds for Title II; no funds were appropriated by Congress for this title in either 1973-74 or 1974-75.

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Form Letter: Letter of Intent To Apply for a Grant (To be detached and completed by any public library or public library system wishing to make preliminary application for a construction grant. See Section 7.2 for additional information.)

New York State
Annual Program Statement
Library Services and Construction Act
Title II - Construction

CRITERIA FOR SELECTION OF PUBLIC LIBRARY BUILDING PROJECTS TO RECEIVE FEDERAL GRANTS IN AID

1. ELIGIBLE APPLICANTS

for preliminary and final application for LSCA Title II Federal construction grants are as follows:

1.1 Eligibility to make preliminary application is limited to:

1.1.1. A public library that is a member of a public library system and:

a. has an annual per capita operating expenditure, exclusive of capital expenditures, of at least $4.50[1] for its chartered area of service and any areas served by contract with adjoining municipalities or districts. For a public library chartered to serve one or more counties, this minimum support level requirement may be adjusted in terms of function.

b. whose mortgage payments or other future financial arrangements covering construction costs will be over and above the required per capita operating support level.

c. whose board of trustees commits itself to meeting accepted operating standards within 5 years or before as follows:

c.a. Per capita operating support of $6.00.[1]

---

[1]A per capita operating expenditure increase is anticipated as follows:

Application Approved in FY	Minimum Per Capita Operating Support	By FY (5 years)	Commitment to Minimum Per Capita Operating Support
1975-76	$4.50	1980-81	$6.00
1976-77	$4.50	1981-82	$6.00
1977-78	$5.00	1982-83	$6.50

c.b. Staff of one full-time employee (or FTE) for each 2,000 population served.[2] One-third shall have professional certification.[3] Maintenance staff is not included.

c.c. One qualified reference librarian assigned to public reference service for a population of 20,000 or more, plus one additional reference librarian for each 50,000 additional population.[2]

c.d. Program of multimedia materials and services as deemed appropriate to the community.

1.1.2. A public library system that has a fully approved Plan of Service.

1.2. Eligibility to make final application is limited to:

1.2.1. A preliminary applicant that has been notified of eligibility to submit final application and has:

a. assured suitable site.
b. assured matching local funds.
c. approved final preliminary plans. (Working drawings and specifications are not required for final approval.)
d. readiness to start construction promptly, preferably within 6 months from date of project approval. (Eighteen months is the maximum time allowed where delays are beyond the library's control such as strikes, unexpected soil conditions requiring replanning, or the time needs of large metropolitan cities for budget purposes.)

[2] Staffing in branches will meet the needs of branch patterns of service in relation to total library service to the community.

[3] Does not apply to those public libraries which are not required by New York State Regulations of the Commissioner of Education (§90.8) to have a professional certified librarian.

are developed a) by project category and then b) within project category. Each project must meet the *Program Statement/Criteria* and represent sound planning for total library service to its community.

2.1 Priorities by project category

2.1.1. for central and cocentral libraries and/or system headquarters, or for a library established to serve an entire county where no such previous resource existed and which is projected to become the central library of a library system which will be a combined building, housing such library and system headquarters when adequate resources are developed.

2.1.2. for branches serving disadvantaged areas in metropolitan cities of over 150,000 population having adequate main library buildings.

a. No single library may receive grants for more than two branches in 1 year.

2.1.3. for main libraries serving a population over 10,000 that:

a. are not the legal central or cocentral library of a system.
b. serve a key role in system services.
c. give free direct access in accordance with their system's Plan of Service.

2.1.4. for small libraries serving a population under 10,000 that:

a. meet standards for State registration.
b. that represent sound planning for total library service within the system area.

2.1.5. for branch libraries in communities serving over 50,000 having adequate main library buildings.

a. No single library may receive grants for more than two branches in 1 year.

2.1.6. for the New York State Library.

2.2. Priorities within project category

2.2.1. Within project category 2.1.1. priority will be given in order to:

a. a central library and a system headquarters housed in a single building or adjoining buildings.
b. a library established to serve an entire county where no such previous resource existed, and which is projected to become the central library of a

library system which will be a combined building, housing such library and system headquarters.

c. a central or cocentral library which is a direct public service agency.

d. a system headquarters.

2.2.2. General priorities in order affecting each project category.

a. Libraries located in disadvantaged areas, defined as follows:

a.a. An area designated under the Appalachian Regional Development Act, the Public Works and Economic Development Act, or other comparable program.

a.b. An area having a large percentage of drop-outs, nonwhites, limited-English speaking, undereducated, or officially designated "poverty level" population and/or other pertinent indicators.

a.c. An area having a large percentage of Indians.

b. Projects that best meet the following criteria, listed in order of value:

b.a. are most adequate.

b.b. have best met operating standards.

b.c. have a strategically located site.

b.d. have suitable multimedia capacity.

b.e. are in readiness to start construction most promptly.

3. DEFINITIONS

(based on the Federal Regulations) apply to all construction projects that wish to apply under the Library Services and Construction Act, Title II.

3.1. Public Library: a library that serves free all residents of a community, district, or region without discrimination and receives its financial support in whole or in part from public funds. Such term does not include libraries such as law, medical, school, and academic libraries, which are organized to serve a special clientele or purpose.

3.2. Public Library Construction: includes construction of new buildings and acquisition, expansion, remodeling, and alteration (as distinguished from maintenance and repair) of existing buildings, and initial equipment of any such buildings or any combination of such activities (including architect's fees and the cost of acquisition of land).

3.3. Equipment: includes furniture and equipment, being all items necessary for the functioning of a particular facility as a facility for the provision of library services.

3.4. Library materials: (may NOT be acquired under Title II) are defined as books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, printed, published, and audiovisual materials, nonconventional materials designed specifically for the handicapped, and other materials of a similar nature.

4. FEDERAL AID FORMULA

for all projects that may be funded under LSCA, Title II, including funding ratios, limitations, and possible Federal reallotments or available fund balances, and possible supplementary aid.

4.1. Funds available for LSCA, Title II (Construction)

4.1.1. The level of Federal funding for FY 1975-76 is not yet known. No funds were appropriated for FY 1973 or FY 1974-75.

4.1.2. All Federal funds available under this title are used for construction grants. None are used at the State level for administration or any other purpose except construction grants.

4.2. Ratios of Federal and local funds

4.2.1. The permissible maximum matching ratio between Federal and local funds is set by the U.S. Office of Education.

4.2.2. Federal construction funds are granted by the State at 35 percent Federal with a 65 percent local matching funds requirement.

4.3. Limitations on Federal grants

4.3.1. No grant will be made in excess of $350,000 except in the case of a central library and system headquarters combined in one building. Such a combination may earn up to $700,000 within the limits of funds available. The grant will be made to the central library.

4.3.2. Full funding will be given to as many approvable projects as possible; all available remaining funds for the fiscal year will be granted, although not reaching the maximum permissible, to the next project approvable within the priorities.
(Example: with $340,000 available for grants, the first project, eligible for a grant of $200,000 will be funded at $200,000. The next project, eligible for $175,000 will receive the remaining funds or $140,000 rather than $175,000.)

4.4. Reallotment

4.4.1. If year-end funds are realloted by the Federal Government or a balance is otherwise available, these may be distributed in the following priority:

a. An approved project not fully funded to 35 percent of project cost or the permissible limitation in the original grant.

b. Additional approvable projects.

c. Fully approved projects in the same fiscal year according to the following priorities:

c.a. Projects whose actual construction costs are markedly greater than estimated for original approved grant but not more than 35 percent (or limitation) of project cost.

c.b. Projects where the limitation of $350,000 (or $700,000) does not cover 35 percent of the project cost but not to exceed 35 percent of the project cost.

c.b.a. Combined central library/system headquarters
c.b.b. Central libraries
c.b.c. System headquarters
c.b.d. Other libraries, following project category priority

4.4.2. Revised budgets for the projects to receive such reallotment will be subject to approval by the U.S. Office of Education.

4.5. Supplementary aid is available from other Federal programs to the Library Services and Construction Act, Title II. Noted below are the two major programs, but libraries should also investigate and consider other possible Federal programs.

4.5.1. Appalachian Regional Development Act. Libraries in the counties of Allegany, Broome, Cattaraugus, Chautauqua, Chemung, Chenango, Cortland, Delaware, Otsego, Schoharie, Schuyler, Steuben, Tioga, and Tompkins (the counties designated under the Appalachian Act) may receive supplemental construction grants under this Act. The combined total Federal funds cannot exceed 80 percent; 20 percent must be from local funds. A State formula exists for Appalachian Act grants. Such grants are made through the New York State Appalachian Regional Commission.

4.5.2. State and Local Fiscal Assistance Act of 1972 (Federal Revenue Sharing). These funds are made available at the local level from the Federal Government to villages, towns, cities, and counties. The recipient local governments decide the use of these funds with only limited Federal requirements. These funds are expected to replace LSCA Title II funds, which are presently not available.

to be met in construction project planning.

5.1. Site must be well located for library service:

5.1.1. within two or three blocks of the busiest pedestrian intersection of the downtown or primary business and shopping area.

5.1.2. for branches, on the major street near the major intersection of the neighborhood.

5.1.3. for suburban areas with no clearly suitable site, a site that will provide the greatest accessibility for the majority of the population to be served.

5.1.4. adequate parking to meet local parking requirements.

5.2. Building space must be adequate.

5.2.1. The following table is a guide to minimum standards nationally accepted:

Table I. Experience Formulas for Library Size[4]

Population size	Book stock vol. per capita	No. of seats per 1,000 population	Total sq. ft. per capita	Desirable 1st floor sq. ft. per capita
10,000	3.5-5	10	.7-.8	.5-.7
10,000-35,000	2.75-3	5	.6-.65	.4-.45
35,000-100,000	2.5-2.75	3	.5-.6	.25-.3
100,000-200,000	1.75-2	2	.4-.5	.15-.2
200,000-500-000	1.5-1.75	1.5	.35-.4	.1-.125
500,000 and up	1-1.25	1	.3	.06-.08

[4]Based on Wheeler & Goldhor. *Practical Administration of Public Libraries.* 1962. p. 554 (updated, 1967)

5.2.2. Plans must be prepared by a registered architect. It is recommended he be a member of A.I.A. (American Institute of Architects).

5.2.3. A qualified, experienced library building consultant is recommended throughout the project planning.

5.3. Plans must show consideration of good layout in area relationships, efficiency in operation and workflow, and flexibility for adjusting to future needs.

5.4. If a project is remodeling and/or enlarging or the acquisition of an existing building, the project must result in a building that is equivalent to or a satisfactory substitute for a new building.

5.4.1. A statement from a fully qualified and experienced library building consultant and a registered architect as to the structural soundness and the suitability of an existing building (whether now serving as a library or not) for remodeling and/or enlarging will be required.

5.4.2. A project that is solely remodeling of an existing library must result in additional usable floor space.

5.5. Exterior design is a matter of local option, but the appropriateness of the exterior in attracting the public will be considered in evaluating the project.

5.6. Project must be planned on a basis of adequacy for 20 years' growth. In areas of heavy population growth, such as suburban areas surrounding major metropolitan cities, projects based on a 10-year projection MAY be submitted, but are not recommended. Such plans must show how the building will be expanded to meet the 20-year population projection.

for LSCA Title II projects must be met. Necessary information and forms will be supplied to all applicants as and when suitable.

6.1. Each project must meet requirements for access for the physically handicapped.

6.2. Each project must have its site evaluated for flood hazards.

6.3. Each project must be undertaken in an economic manner and not be elaborate or extravagant in design or materials.

6.4. Each project must comply with procedures that may be established to implement the National Environmental Policy Act, Executive Order No. 11288 with regard to the prevention of water pollution.

6.5. Each project must have a fee simple title or such other estate or interest in the site, including access thereto to assure undisturbed use and possession of the facilities for not less than the expected useful life of the facility.

6.6. Approved construction projects must be undertaken promptly after grant approval.

6.7. State and local codes with regard to fire and safety must be observed, and recognized codes shall be observed where State and local codes do not apply.

6.8. Each project must meet applicable State and local laws, rules, regulations, and standards.

6.9. All publicity must give credit to the sources of funding, especially the LSCA Title II funds.

6.10. No project costs are eligible for reimbursement until a project is approved for a grant[5] except:

6.10.1. Expenses (other than interest and the carrying charges on bonds) related to the acquisition of land on which there is to be construction of new buildings or expansion of existing buildings which are incurred within three fiscal years preceding the fiscal year in which the project is approved.

6.10.2. Architectural, engineering, and inspection expenses incurred subsequent to site selection.

[5]No project costs will be reimbursed unless a project is approved for a grant.

6.11. Title to facilities after completion will be in and retained by a public State or local agency.

6.12. A Federal grant must result in a usable public library facility.

6.13. Each project must comply with the Civil Rights Act of 1964, Title VI, and a Statement of Compliance with Title VI of the Civil Rights Act must be submitted.

6.14. Each project must comply with the Intergovernmental Cooperation Act of 1968, Title IV, to assure more comprehensive statewide planning. Each applicant must submit a "Notification of Intent To Apply for Federal Assistance."

6.15. Each project must meet the requirements of the Relocation Assistance and Real Property Acquisition Policies.

7. TENTATIVE TIMETABLE

for application and review of Federal aid construction grants.

SPECIAL NOTE: As no funds have been appropriated for LSCA Title II (Construction) for the past 2 years (FY 1973-74 and FY 1974-75) the application procedures have been slightly revised to save applicants unnecessary work until funding for FY 1975-76 is assured.

Condensed Timetable

Date	Action
1) August 15, 1975	Deadline for mailing Letter of Intent (last page) to Division of Library Development.
2) 5 weeks from date forms are sent to applicants when funds become available	Deadline for mailing Preliminary Applications to Division of Library Development.
3) 4 weeks after mailing deadline in 2)	Announcement by Division of Library Development of projects eligible to make final application.
4) 6 weeks after eligible applicants notified	Deadline for mailing Final Applications to Division of Library Development.
5) 6 weeks after mailing deadline in 4)	Announcement by Division of Library Development of approved grants.

* * * *

7.1. There are three phases to the procedures of application to and review of projects by the Division of Library Development for LSCA Title II construction grants.

7.1.1. Submission of a Letter of Intent To Apply for an LSCA Construction Grant to obtain Preliminary Application forms and needed materials.

7.1.2. Submission of a preliminary application and supporting information to enable review in relation to eligibility to submit final application.

7.1.3. Submission of a final applications and supporting information for review in relation to approval for a grant.

7.2. Submission of Letter of Intent to apply for an LSCA Construction Grant

7.2.1. It has been usual to send preliminary application forms to every library in the State. Since many do not apply, and especially in view of the lack of Title II funding in FY 1973-74 and FY 1974-75, to simplify procedures and avoid unnecessary work for applicants, applicants are requested to submit to the Division of Library Development a Letter of Intent, supplied as the last page of this Statement. As soon as funding is assured, preliminary application forms will be supplied to all those libraries submitting a Letter of Intent.

7.2.2. If a library wishes to apply for a Federal Library Services and Construction Act construction grant, the Letter of Intent should be completed and forwarded for information only through the Director of the system of which the library is a member. Deadline date is: postmarked no later than August 15, 1975.

7.3. Preliminary application

7.3.1. The deadline for submission will be dependent upon availability of funding. (See page 12, item 1), Condensed Timetable.)

7.3.2. Projects will be reviewed for eligibility to submit final application.

7.3.3. Announcement of eligibility to make final application will be made (see page 12, item 3), Condensed Timetable), and final application forms will be sent to all eligible projects.

a. All projects that meet the *Program Statement/Criteria* on the basis of information submitted will be notified of eligibility to make final application.

b. More projects than can be funded will be eligible to make final application.

c. Funds are NOT encumbered for a project at the time of statement of eligibility.

d. Eligibility to make final application does NOT in any way imply or guarantee that final approval will be given. The statement of eligibility shows only that a project appears to meet the *Program Statement/Criteria* at the time on the basis of information available.

e. Applicants who did not qualify for grants and wish a hearing must submit a request for a hearing within 2 weeks. Hearing procedure information will be supplied by the Division of Library Development upon request, to meet Section 203:3 requirement of U.S. Public Law 91-600.

7.4. Final application

7.4.1. The deadline for submission will be as shown on page 12, item 4), Condensed Timetable; final application must be postmarked no later than midnight of that date.

7.4.2. Projects will be reviewed in order of Project Category and, within each Project Category, by the priorities stated.

7.4.3. The level of Federal funding available is expected to be low. There may, therefore, be a number of projects that are approvable for a grant, but cannot be approved because funds are not available.

7.4.4. A precise deadline for final notification cannot be given as it is largely dependent on Federal action in regard to the amount of Federal funds to be made available and the time of notification to the State of such amount and availability. (See page 12, item 5), Condensed Timetable.)

7.5. Resubmission of applications

7.5.1. Project applications expire at the end of the Federal fiscal year each June 30; neither preliminary nor final applications are carried forward automatically into the next fiscal year.

7.5.2. If a project has not changed in any substantial way and there has been no change in the application form, the same application may be resubmitted for a later year.

a. A letter from the president of the library's board of trustees should be sent to the Division of Library Development stating that it is desired to resubmit the project and requesting that application on file be reviewed for the current year.

7.5.3. If applicants wish to resubmit their project for review in the current fiscal year, it is necessary to:

a. officially submit a preliminary application,
b. receive a statement of eligibility to submit final application, and
c. officially submit a final application.

7.5.4. No project will be reviewed for preliminary or final application unless officially resubmitted at the stated deadlines for the current year.

8. PAYMENT OF FEDERAL AID GRANTS

to approved applicants will be staged out as construction proceeds.

8.1. Such payments will be:

- 30 percent after signing of construction contracts
- 30 percent after completion of 30 percent of construction
- 30 percent after completion of 60 percent of construction
- 10 percent after completion of final audit

8.2. The final payment will be withheld until a local audit by an independent certified or licensed public accountant has been received and approved by the State agency and the U.S. Office of Education.

8.3. All funds for grants are encumbered at the Federal level and are released by the Federal Government upon submission of documentation by the Division of Library Development as the project advances.

8.4. Financial records for the project must be retained at the local level, accessible and intact, for a period of 5 years after the close of the Federal fiscal year in which the expenditure was made or until notified of the completion of the Federal audit, whichever is earlier.

9. INVENTORY AND DISPOSITION OF FACILITIES AND EQUIPMENT

must meet Federal regulations as follows:

9.1. An inventory of items of equipment costing more than $200 per unit must be maintained until such unit depreciates to a fair market value of less than $200 or is disposed of in accordance with Federal regulations.

9.2. Whenever a public library facility or item of equipment in which cost the Federal Government has participated is no longer used for a purpose under the Act or is sold and such proceeds are not used for such a purpose, the Federal Government should be credited with its proportionate share.

Library Services and Construction Act
Title II - Construction

LETTER OF INTENT TO APPLY FOR A GRANT

Division of Library Development
State Education Department
99 Washington Avenue - Room 1505
Albany, New York 12230
ATTENTION: Jacqueline Enequist

Through: _____ System

We, the Board of Trustees of the _____ _____ are interested in making preliminary application for a Federal Construction Grant under Title II of the *Library Services and Construction Act*. We believe we meet or can meet the requirements for making such preliminary application as stated in Section 1 of the New York State Annual Program Statement, *Criteria for Selection of Public Library Building Projects To Receive Federal Grants in Aid.*

It is our plan to (check one):

[ ] construct a new building [ ] enlarge and/or remodel present building

[ ] Acquire an existing building to remodel

Type of project:

[ ] Main library [ ] Branch (Name: _____)

[ ] Central/cocentral library [ ] System headquarters

[ ] Combined central library/system headquarters

Readiness:

1 - Site acquired: ___ yes; ___ no

2 - Funds available: ___ yes; ___ no
Date of bond issue referendum _____
Other source(s) (list) _____
Date expected to be available: _____

3 - Date construction to start: _____

_____, 1975
(Dated)

_____
(Signature of Board President)

_____
(Name - Typed)

_____
(Signature, System Director)

_____
(Mailing Address)

_____, 1975
(Dated)

_____

NEW YORK STATE
ANNUAL PROGRAM STATEMENT, 1975-76

TITLE III - INTERLIBRARY COOPERATION

LIBRARY SERVICES AND CONSTRUCTION ACT

Title III - Interlibrary cooperation - of the Library Services and Construction Act as amended by Public Law 91-600, continues to provide for the development and expansion of networks of library cooperation which will produce effective coordination of the resources of various types of libraries. In keeping with the provisions of the Federal Act, New York State's Annual Program Statement for Title III will use available funds to promote and coordinate the maximum utilization of all types of library informational materials through a system of interlibrary cooperation in referral of requests, and the supply of materials. While the overall objective is not totally achievable in a single year, primary emphasis during the coming year will be placed on the first four points listed below, with numbers 5 and 6 to be considered for implementation as funds permit, aimed at contributing to the attainment of the long-range objective.

During fiscal year 1975-76, the available funds will be allocated to:

1. The improvement of interlibrary loan; extending the resources of the State Library to all other libraries in the State and assisting in the establishment of a statewide network of referrals in which the State Library serves as the switching center.

2. Promoting and strengthening the field services of the Bureau of Academic and Research Libraries to coordinate interlibrary planning.

3. Studies relating to the role of and inclusion of different types of libraries in statewide cooperation, supportive of the recommendations of the Regents Position Paper on Libraries.

4. Continuation of reference and research library resources program, aimed at assisting the serious library user in identifying, locating, and gaining access to advanced research materials. (Through matching State funds)

5. Grants may be made to systems to improve interlibrary loan on a regional basis through demonstration and upgrading of existing programs. (If funds permit)

6. Participation in a document delivery program utilizing satellite. A facsimile network for transmission of high priority printed information would be established to serve a library network. (If funds permit and technical developments warrant)

THE LIBRARY OF THE
APR 28 1976
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

May 23, 1975

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NEW YORK STATE

ANNUAL PROGRAM STATEMENT, 1976-77

TITLE I - SERVICES
LIBRARY SERVICES AND CONSTRUCTION ACT

May 28, 1976

E LIBRARY OF THE

The University of the State of New York
The State Education Department
The New York State Library
99 Washington Avenue
Albany, New York 12230

THE LIBRARY OF THE
FEB 22 1977
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

I -76 - 77

Foreword
to the

New York State Annual Program Statement
Library Services and Construction Act

Title I - Services

Title I - Services - of the Library Services and Construction Act as amended by Public Laws 91-600 and 93-380, includes programs of service to State institutions and to persons who are blind or physically handicapped (so as to be unable to read or use conventional printed materials) as well as for the improvement of extension of public library service. In keeping with the provisions of the Federal Act, and the Statement of Criteria included in New York State's Basic State Plan, the Annual Program Statement for Title I will emphasize these major purposes in New York State.

---- the improvement of library service by aiding in the solution of constantly occurring problems in urban libraries, by improving library systems and libraries which serve as regional resources, by encouraging intertype library cooperation, by providing a focus on the independent learner and by providing access to all.

---- improvement of library service in State institutions, (hospitals, prisons, etc.).

---- expanding and improving library programs to the blind and those unable to use conventional printed materials.

---- strengthening the State Library and its extension services.

To maximize the effectiveness of Federal assistance funds, existing resources and services are to be integrated into Federal program planning wherever possible. To compensate for different problems and variations of situation from one type of library to another, or in different size libraries, flexibility of planning will be provided for. Within the Program Objectives (summarized on page 6) several types of activity planning are anticipated.

1. State Level Program

   - personnel and services provided at the State level for the benefit of Statewide library development.

2. Applicant-Initiated Projects

- projects under a given Program Objective which are to be developed by the eligible applicant in its application for a grant.

- projects to be evaluated competitively by the State Agency and selections made within the availability of funds.

3. Specific Grants and Services

- definite programs, deemed desirable to Statewide library development, offered to those eligible applicants which meet minimum requirements and choose to apply. (This year specific grants are being offered only under project objective II - Improvement of Institutional Library Service.)

4. Invitational Projects

- the State Agency may invite applications for grants by a public library system or group of systems in that limited number of instances where a specific need for a study, evaluation, an added dimension of an existing project or where a broader aspect of a State-wide concern appears as a result of a project under Program Objectives I through III.

It will be necessary for each potential applicant to study the entire Program Statement to determine which Program Objective offers services and benefits which are most suitable to its present program and needs, and under which it is eligible to make application for a grant.

Guidelines for applications for grants under the applicant-initiated projects section of the Program Statement are attached.

SPECIAL NOTE

The ability to implement all elements of the entire Program Statement must be considered tentative. There are more unknowns this year than in the recent past. The status of the LSCA legislation itself is a major question. This year, also, sees the change in the dates of the Federal Fiscal Year. How this will affect LSCA funding, current and future, is unclear. Until these questions are answered assignment of funds to Program Objectives or to specific project applications will remain tentative.

Guidelines for Applications for Grants

1. Who May Participate

1.1 Only eligible applicants, as identified in the description of projects under the key program objectives, may submit applications for grants. The eligible applicants shall include:

1.1.1 a public library system as approved under Section 272 of Education Law.

1.1.2 a public library system acting as agent for a confederation of two or more types of libraries.

1.1.3 a State department or administrative agency which operates institutions engaged in the custodial care or habilitation of persons with health, mental health, behavioral or social problems.

1.1.4 a regional library for the blind and physically handicapped, designated as such by the Library of Congress.

1.2 Other public libraries, not listed as eligible applicants, may participate in projects if included in the applicant's project description, but may not file separate applications.

2. Conditions of Application

2.1 A letter of intent and preliminary proposal are to be submitted on forms provided by the Division of Library Development before a full grant application is made. This is expected to avoid the extensive work required in developing full applications that cannot be funded or can only be funded at lower levels thus requiring considerable reworking of the application and budget. The Division of Library Development may assist them in correcting projects that through misunderstanding or error do not meet guidelines before full project development makes changes difficult. The preliminary proposal shall indicate such factors as:

2.1.1 concise statement of need

2.1.2 short description of proposed project

2.1.3 estimated budget

2.1.4 list of proposed staff positions

2.2 If a preliminary project proposal is approved, a full application shall be submitted. Each application, to be submitted on a form provided by the Division of Library Development, shall indicate such factors as -

2.2.1 Objectives of project to be undertaken. Description of project.

2.2.2 Need. In what way is there inadequacy at present in system program in this area? What is the importance of the program to system area as a whole?

2.2.3 How will the project help meet that need? Exactly what program is to be undertaken? Describe.

2.2.4 Statewide significance, if any , of project.

2.2.5 Does this project represent the implementation of a study or survey conducted under a previous grant?

2.2.6 Budget (Personnel, Library Materials, Equipment, Other).

2.2.7 Federal funds needed. Other funds to be used.

2.2.8 Date project could be undertaken. Date project could be completed.

2.2.9 Statement that services provided under the grant will be provided free and without discrimination.

2.3 In general, applicants should emphasize in their applications projects of more than local significance which reflect the key objectives of the Federal Act and the State Annual Program Statement. Decision on awards will be based on such factors as:

2.3.1 Need, inadequacy of present service.

2.3.2 Importance of project to system area as a whole.

2.3.3 Significance of project to State as a whole.

2.3.4 Readiness to initiate project.

2.3.5 Local involvement.

2.3.6 Careful planning of project to meet program objectives.

2.3.7 Sound budgeting.

2.3.8 Success of applicant in carrying out other Federal projects.

2.3.9 Relationship to other LSCA projects undertaken previously.

2.3.10 Relationship to other Federal programs, including Housing and Community Development.

2.3.11 Maintenance of local fiscal effort.

2.3.12 Innovative and exemplary aspects.

2.4 Applications for projects will be accepted only if the described project or phase of a continuing project can be completed entirely by November 30, 1977.

2.5 Applications submitted by library systems must be approved by the board of trustees. Applications submitted by State departments or agencies on behalf of institutions must have the approval of the designated administrative authority.

2.6 Deadline for all letters of intent and preliminary proposals is July 15, 1976. Notifications of proposal status and requests for applications, with application forms, will be sent for those projects for which federal funding appears available by August 16, 1976.

2.7 Deadline for applications for all Projects, both specific and applicant-initiated, for fiscal year 1976-77, will be September 15, 1976. Awards for projects being renewed will be granted not later than October 25, 1976. Awards for new projects will be granted by November 1, 1976. Every effort will be made by the State Agency to meet the deadlines specified, although unavoidable delays may occur.

3. Conditions of Funding

3.1 Payments of grants will be made as follows:

3.1.1 Library systems will receive 25% advance on approval of the project; amounts requested on the monthly or quarterly reports; and 10% reimbursement after final claim, final narrative report and equipment inventory have been filed and approved.

3.1.2 State departments and agencies filing applications for institution service grants will receive funds on an interagency transfer basis.

3.2 All Federal funds shall be expended solely for the purpose for which paid. They may not earn interest and cannot be used to pay interest on loans.

3.3 Local support (excluding capital expenditures) of agencies receiving a Federal grant may not be reduced because of the receipt of Federal funds below the floor year (second preceding fiscal year) specified in the Act.

3.4 Narrative reports of program progress are a requirement for Federal funding. Such reports will be required at the end of the Federal fiscal year (Sept. 30) and upon conclusion of the project.

Summary of Program Objectives

I. IMPROVEMENT OF SERVICE THROUGH LIBRARY SYSTEMS

To improve the library service to the residents of New York State by strengthening library systems and libraries which serve as regional resources by focusing on the solution of urban library problems, encouraging intertype library cooperation, improving library services for the adult learner and improving the accessibility of library service.

II. IMPROVEMENT OF INSTITUTION LIBRARY SERVICE

To stimulate and assist the development of adequate and expanded library service to staff and residents of State institutions engaged in the custodial care and habilitation of persons with health, mental health, behavioral or social problems.

III. IMPROVEMENT OF SERVICE TO THE BLIND AND PHYSICALLY HANDICAPPED

To extend and improve library service to persons who are blind or physically handicapped in a manner so as to be unable to read or use conventional printed material.

IV. IMPROVING THE STATE LIBRARY AND EXTENSION AGENCY

To strengthen the State Library agency's general reference and consultant services to backstop the public library systems, metropolitan libraries, institution libraries, and regional libraries for the blind, and to assist in statewide library development. To administer LSCA program.

V. PUBLIC LIBRARY SYSTEMS (State Aid)

To strengthen public library services by State grants-in-aid under Education Law 272-273 to public library systems. (This is the existing matching project which will qualify New York State for Federal funds by the expenditure of State funds at the $24.94 million level.)

Description of Projects Under Program Objectives

I. IMPROVEMENT OF SERVICE THROUGH LIBRARY SYSTEMS

To improve the library service to the residents of New York State by strengthening library systems and libraries which serve as regional resources with a focus on the following:

A. Urban Library Problems - projects to help libraries and library systems cope with the continuing urban problems in cities and boroughs with populations of 175,000 and above.

B. Intertype Library Cooperation - projects to help improve the quality of library service by encouraging the development of intertype library cooperation.

C. Adult Independent Learner - projects which will lead to the improvement of library services for the Adult Independent Learner by providing support for Learner's Advisory Services and Job Information Centers.

D. Access - projects which will improve the accessibility of library service to all residents of New York State. This refers to people who have educational, socio-economic, cultural, linguistic, or other unfavorable circumstances that prevent them from using libraries successfully. Such impediments may be caused by age, poverty, neglect, delinquency or cultural or linguistic isolation from the community at large. Also included are potential library users who may not have reasonable access to a library outlet due to geographical distance or who have physical handicaps which prevent them from using facilities whose design present barriers to their use.

1. State Program (Illustrative)

1.1 Conference for Library Administrators

Plan a conference for librarians of major cities in New York State to stimulate further thinking about how libraries can solve special urban problems. Stress interagency cooperation.

1.2 Consultant Services

Add and utilize personnel at the State level to encourage and advise system personnel in meeting the above objectives. Provide liaison with other State and Federal programs in these areas.

1.3 Training Programs and Workshops

Hold training programs and workshops for system and member library personnel on topics of concern.

1.4 Research and Studies, for example:

1.4.1 Study the public library as an urban resource.

1.4.2 Conduct user studies which will assist in pinpointing areas of inadequacy in library services.

1.4.3 Studies of new patterns for delivery of public library services and/or coordination with other types of libraries.

1.4.4 Establish uniform data of value in measuring library services and costs, in measuring library use and in setting standards.

1.4.5 Study trends in local tax support - present and future. Problems of tax resistance.

1.4.6 Study the application of modern technology to modern methods and procedures to promote efficient management.

1.4.7 Study management problems common to a number of central libraries in the State.

2. Applicant-Initiated Projects

Plans and budget requests for projects implementing one or more of the subobjectives, A, B, C and D as detailed above may be submitted as follows:

2.1 Eligible Applicants

Only public library systems may apply. When a project involves more than one public library system, reference and research library system, or individual public library the boards of all the organizations involved must co-endorse the grant application.

2.2 Conditions of Grant

The applicant may develop and submit one project comprised of any combination of the above subobjectives (A, B, C & D). Through the configuration of the project the priorities should be evident. Components of the project shall be budgeted separately but a combined budget that covers the entire project and all its parts must also be submitted.

2.2.A. Urban library programs - the library to benefit from the grant must serve a chartered area of 175,000 or more.

2.2.B. Intertype library cooperation - this grant shall be used for the development of confederations of library systems and libraries across existing network boundaries. A variety of approaches including contractual relationships, formal reorganizations, or other restructuring is encouraged. The proposal must include both:

-- two or more library systems
-- two or more types of libraries

The project should propose new configurations and innovative methods of integration to create more effective and efficient methods of library service through use of all available resources. The proposal should have the potential to meet creatively needs and problems of the area and participants, using approaches and mixes of components most suitable to successful implementation of the plan developed. It is recognized that plans will, and should, reflect the rich variety of library service provided in New York State and the broad mixture of ways in which libraries are constituted to provide such service. They should move forward from this solid base to indicate ways to enhance, enrich, strengthen and advance library service so that all residents of the State may increasingly profit from all the resources of all the libraries they support.

2.2.C. Adult Independent Learner - approval of a grant for a project meeting this objective shall be contingent upon the existence of a well-developed, ongoing program for service to the adult independent learner and serious job seeker. The grant shall be used for:

2.2.C.1. The costs of substitute, overtime and temporary help employed to release public service librarians to carry out the functions needed to execute and maintain the program such as maintaining the inventory of information on existing educational, vocational and other resources and providing direct service to the public in these areas. Travel costs that may arise from these activities will be allowed.

2.2.C.2. Acquisition of materials and equipment to assist the adult independent learner where justified by use of a learner's advisory service and the job information center.

2.2.C.3. Contracts to provide specialized services required for the program.

2.2.D Access - grants for projects to improve the accessibility of libraries to New York State residents as detailed in "D" above. This may take the form of:

2.2.D.1. Access to those affected by educational, socio-economic, cultural, linguistic or other impediments to full use of the library. Grants may be made to libraries for the purpose of enabling them to serve any members of their communities who are isolated from the use of the library due to such factors as poverty, cultural or linguistic barriers, age. This would include such groups such as Native Americans, rural poor, the aged.

2.3 Basis of Award

Applications will be reviewed competitively and will be awarded on the basis of Federal Funding.

3. Invitational Projects

To improve library service and meet the objectives stated above, the State Agency may invite applications for grants by a library system or group of systems. This may be done when a specific need for a study, evaluation or an additional dimension of an existing project arises or where a broader aspect of a Statewide concern appears as a result of a project under the above objectives.

3.1 Eligible Applicant

Library systems may apply only by invitation of the State Agency.

3.2 Conditions of Grant

3.2.1. A grant may be given to maintain a collection of 16 mm films for loan to public library systems, providing special items in depth for special program purposes.

3.2.2. Others will be specified when it is determined that a project by invitation is required. The usual submission dates do not apply.

3.3 Basis of Award

To be specified.

II. IMPROVEMENT OF INSTITUTION LIBRARY SERVICE

To stimulate and assist the development of adequate and expanded library service to staff and residents of State institutions engaged in the custodial care and habilitation of persons with health, behavioral or social problems.

1. State Program (Illustrative)

1.1 Consultant Service

Secure personnel in the Division of Library Development to assist the State departments or agencies which administer institutions, in planning and advisory work, but especially in the area of training institution library personnel.

1.2 Non-book Library Resources

Provide better access to educational audiovisual materials (especially films and tapes).

1.3 Studies

Examine problems and needs of institution library service on a Statewide basis. Develop a statement of goals and a plan to meet such goals.

1.4 Training Sessions

Provide training sessions for institutional library personnel and administrative staff and for public library system and local library staff in relation to further cooperative development of library services to institutions.

2. Applicant-Initiated Projects

Plans and budget requests for projects which will improve library service in State institutions may be submitted as follows:

2.1 Eligible Applicant

Only State departments or administrative agencies which operate institutions engaged in the custodial care or habilitation of persons with health, behavioral or social problems may apply.

2.2 Conditions of Grant

2.2.1 The application must show that the institution in which the grant will be used is engaged in the custodial care or habilitation of persons with health, behavioral

or social problems; that the average duration of such care or habilitation is in excess of 30 days; that the institution is maintaining an educational program aimed at the patient's or inmate's successful adjustment to society; and that the level of non-Federal support of any library program will not be diminished as a consequence of a Federal grant.

2.2.2 Applications on behalf of institutions with resident population of 150 or more may be made to improve service already offered by a library on the premises.

2.2.3 Applications may be made on behalf of smaller institutions for contractual services from an existing public library, public library system, or other appropriate library agency which would agree to provide service suited to the specified needs of the institution population.

2.3 Basis of Award

Within available funds all project applications will be evaluated with priority going to that project or projects which best will combine Federal and non-Federal funds to develop model institution library service.

3. Specific Grants and Services

3.1 Grants not to exceed $500 per facility will be given for acquisition of library materials for State institutions with residential population of 150 or more with emphasis on foreign language materials where applicable.

3.1.1 Eligible Applicant

Only public library systems may apply.

3.1.2 Conditions of Grant

The grant may be used only for purchase of paperback books, newspapers and periodicals to be placed in the institution's library for the residents. Selection of materials is to be made cooperatively by the institution librarian and appropriate staff and staff of the public library system. The level of support of the institution library must not be diminished as a result of the addition of these materials. First preference should be given to acquisition of foreign language materials for those of limited English-speaking ability in the English language for those situations where such materials would be useful in enhancing and improving library service to such residents. It is recognized that special format

materials are required in institutions serving the blind and visually handicapped.

3.1.3 Basis of Award

Within available funds a grant not to exceed $500 per eligible institution will be given.

4. Invitational Projects

To improve library service for the residents of State institutions, the State Agency may invite applications for grants by a public library system or a State department or administrative agency in that limited number of instances where a specific need for a study, evaluation or an additional dimension of an existing project or where a broader aspect of a Statewide concern appears as a result of a project under this program objective.

4.1 Eligible Applicant

Only a public library system or a State department or administrative agency engaged in the custodial care, rehabilitation and habilitation of persons with health, mental health, behavioral or social problems may apply only at the invitation of the State Agency.

4.2 Conditions of Grant

Will be specified when it is determined that such project by invitation is required. Usual submission date does not apply.

4.3 Basis of Award

To be specified.

III. IMPROVEMENT OF SERVICE TO THE BLIND AND PHYSICALLY HANDICAPPED

To extend and improve library service to persons who are blind or so physically handicapped as to be unable to read or use conventional library materials.

1. State Program (Illustrative)

1.1 New York State Library - Regional Library for the Blind

To assist this State operated library to expand and improve its services to persons who are blind, or suffer from other physical disabilities which make the use of conventional library materials impossible.

1.2 Public Information Program

Continued effort will be made to promote understanding of the program at the community level on a Statewide basis. Continuous effort will be made to develop and maintain working relations with public library systems and public library outlets.

1.3 Improved Communication

Provide a WATS (Wide Area Telephone Service) line allowing blind readers to call in directly to the Regional libraries for the blind for faster and improved service.

2. Applicant-Initiated Projects

Plans and budget requests for projects which will meet the special needs of those not able to make use of conventional library materials may be submitted as follows:

2.1 Eligible Applicant

Only the New York Public Library may file an application for a project to expand and improve its service responsibilities to persons who are unable to use conventional library materials due to blindness or other physical impairments.

2.2 Conditions of the Grant

The application must guarantee that all funds received under a Federal grant will be used for the improvement of services, and that the level of non-Federal support will not be lessened because of the receipt of a Federal grant.

2.3 Basis of Award

Within available funds, the budget request submitted by the regional Library for the Blind and Physically Handicapped maintained by the New York Public Library will be evaluated for need and effectiveness.

3. Invitational Projects

To improve library service to the blind and those physically handicapped in such manner as to be unable to read or use conventional printed material, the State Agency may invite an application for a grant by the New York Public Library for the regional Library for the Blind and Physically Handicapped, which the New York Public Library maintains, in that limited number of instances where a specific need for a study, evaluation or an additional dimension of an existing project or where a broader aspect of a Statewide concern appears as a result of a project under this program objective.

3.1 Eligible Applicant

Only the New York Public Library may be invited to apply by the State Agency.

3.2 Conditions of Grant

Will be specified when it is determined that such a project by invitation is required. Usual submission dates does not apply.

3.3 Basis of Award

To be specified.

IV. IMPROVEMENT OF STATE LIBRARY AND EXTENSION AGENCY

To strengthen the State Library agency's general reference and consultant services to backstop the library systems, metropolitan libraries, institution libraries, and regional libraries for the blind, and to assist in Statewide library development. To administer LSCA programs.

1. State Program (Illustrative)

1.1 Strengthen Division of Library Development

1.1.1 Review staffing requirements of Division of Library Development in light of responsibility under Library Services and Construction Act, with particular reference to need for upgrading some supervisory level positions and for adding administrative staff with coordinating, non-field responsibilities.

1.1.2 Provide specialized consultant services with supporting clerical assistance. Continue to provide general consultant services to systems and consultant service to promote coordination of services of various types of libraries and to interpret needs.

1.1.3 Provide staff for statistical analysis of library trends, formulation of standards, methods analysis, publications, to improve the quality of advisory services offered by the Division of Library Development.

1.1.4 Provide space needs for staff.

.2 State Library Reference Coordinator

Provide a coordinator of State Library reference services on the State Library Staff.

Reinforcement of Regional Library Services

Provide materials and services at the State level which will backstop the regional library service to various types of local users, for example: improved bibliographical service, such as automated State documents checklist and control system; inter-loan delivery service, to expedite the transfer of

materials in the NYSILL network; collections of special materials such as foreign language books.

1.4 Library Systems Conferences

To bring about an interchange of ideas and information among library systems, annual conferences for system staff, central library staff, library specialists, and trustees are sponsored by the Division of Library Development.

1.5 Training Programs

Training programs may be offered for non-professional and professional librarians by the Division of Library Development.

1.6 Trustees

Workshops for trustees may be planned in cooperation with the Association of New York State Library Boards.

1.7 Publications, training aids

Publications to promote improvement of library service and for training courses, workshops, etc. for librarians and trustees.

1.8 Advisory Council on the Federal Library Services and Construction Act

Reimburse actual expenses of members incurred in connection with their duties.

V. PUBLIC LIBRARY SYSTEMS (State Aid)

To strengthen public library services by State grants-in-aid under Education Law 272-273 to public library systems. (This is the existing matching project which will qualify New York State for Federal funds by the expenditure of State funds at the $24.94 million level.)

Library Services and Construction Act
Title II - Construction

LETTER OF INTENT TO APPLY FOR A GRANT

Division of Library Development
State Education Department
99 Washington Avenue - Room 1505
Albany, New York 12230
ATTENTION: Robert J. Flores

Through: _____ System

We, the Board of Trustees of the _____ _____ are interested in making preliminary application for a Federal Construction Grant under Title II of the *Library Services and Construction Act*. We believe we meet or can meet the requirements for making such preliminary application as stated in Section 1 of the New York State Annual Program Statement, *Criteria for Selection of Public Library Building Projects To Receive Federal Grants in Aid.*

It is our plan to (check one):

[ ] construct a new building [ ] enlarge and/or remodel present building

[ ] Acquire an existing building to remodel

Type of project:

[ ] Main library [ ] Branch (Name: _____)

[ ] Central/cocentral library [ ] System headquarters

[ ] Combined central library/system headquarters

Readiness:

1 - Site acquired: ___ yes; ___ no

2 - Funds available: ___ yes; ___ no
Date of bond issue referendum _____
Other source(s) (list) _____
Date expected to be available: _____

3 - Date construction to start: _____

_____, 1976
(Dated)

_____
(Signature of Board President)

_____
(Name - Typed)

_____
(Signature, System Director)

_____
(Mailing Address)

_____, 1976
(Dated)

_____

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NEW YORK STATE
ANNUAL PROGRAM STATEMENT, 1976-77

TITLE II-CONSTRUCTION
LIBRARY SERVICES AND CONSTRUCTION ACT

CRITERIA FOR SELECTION OF PUBLIC LIBRARY BUILDING PROJECTS TO RECEIVE FEDERAL GRANTS IN AID

May 28, 1976

THE LIBRARY OF THE

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
The New York State Library
99 Washington Avenue
Albany, New York 12230

THE LIBRARY OF THE
FEB 22 1977
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

II - 76-77

FOREWORD

to the

New York State Annual Program Statement

Library Services and Construction Act

Title II - Construction

Title II of the Library Services and Construction Act as amended by Public Law 91-600 provides a grant program to assist in

----- construction of new public library buildings

----- acquisition, expansion, remodeling, and alteration of existing buildings

----- initial equipment of any such buildings

----- any combination of such activities including architect's fees and the cost of acquisition of land.

The purpose of this New York State Annual Program Statement, *Criteria for Selection of Public Library Building Projects To Receive Federal Grants in Aid*, is to provide information for trustees, librarians, and others interested in obtaining a grant for a public library building project.

The basic objective of the Library Services and Construction Act, Title II grants is to assist in providing adequate physical facilities for public library service where none exist or where inadequate, limiting library service. Any public library facility constructed with a Federal construction grant must be devoted to public library purposes for a period of not less than 20 years.

Prospective applicants should study this annual program statement carefully to gain a full understanding of the implications of this program in the planning of an approvable construction project.

SPECIAL NOTE

At this time the level of Federal funding to be made available is not known nor the date that such funds may become available to New York State. For these reasons it is not possible to state when announcement of approval of grants can be made, as grant approval is contingent upon level and availability of Federal funding. As in 1974-75 and 1975-76, the Presidential Budget for 1976-77 contains no funds for Title II; no funds were appropriated by Congress for this title in either 1974-75 or 1975-76.

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Form Letter: Letter of Intent To Apply for a Grant (To be detached and completed by any public library or public library system wishing to make preliminary application for a construction grant. See Section 7.2 for additional information.)

New York State
Annual Program Statement
Library Services and Construction Act
Title II - Construction

CRITERIA FOR SELECTION OF PUBLIC LIBRARY BUILDING PROJECTS TO RECEIVE FEDERAL GRANTS IN AID

1. ELIGIBLE APPLICANTS

for preliminary and final application for LSCA Title II Federal construction grants are as follows:

1.1 Eligibility to make preliminary application is limited to:

1.1.1. A public library that is a member of a public library system and:

a. has an annual per capita operating expenditure, exclusive of capital expenditures, of at least $4.50[1] for its chartered area of service and any areas served by contract with adjoining municipalities or districts. For a public library chartered to serve one or more counties, this minimum support level requirement may be adjusted in terms of function.

b. whose mortgage payments or other future financial arrangements covering construction costs will be over and above the required per capita operating support level.

c. whose board of trustees commits itself to meeting accepted operating standards within 5 years or before as follows:

c.a. Per capita operating support of $6.00.[1]

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[1]A per capita operating expenditure increase is anticipated as follows:

Application Approved in FY	Minimum Per Capita Operating Support	By FY (5 years)	Commitment to Minimum Per Capita Operating Support
		1980-81	$6.00
1976-77	$4.50	1981-82	$6.00
1977-78	$5.00	1982-83	$6.50

c.b. Staff of one full-time employee (or FTE) for each 2,000 population served.[2] One-third shall have professional certification.[3] Maintenance staff is not included.

c.c. One qualified reference librarian assigned to public reference service for a population of 20,000 or more, plus one additional reference librarian for each 50,000 additional population.[2]

c.d. Program of multimedia materials and services as deemed appropriate to the community.

1.1.2. A public library system that has a fully approved Plan of Service.

1.2. Eligibility to make final application is limited to:

1.2.1. A preliminary applicant that has been notified of eligibility to submit final application and has:

a. assured suitable site.
b. assured matching local funds.
c. approved final preliminary plans. (Working drawings and specifications are not required for final approval.)
d. readiness to start construction promptly, preferably within 6 months from date of project approval. (Eighteen months is the maximum time allowed where delays are beyond the library's control such as strikes, unexpected soil conditions requiring replanning, or the time needs of large metropolitan cities for budget purposes.)

[2]Staffing in branches will meet the needs of branch patterns of service in relation to total library service to the community.

[3]Does not apply to those public libraries which are not required by New York State Regulations of the Commissioner of Education (§90.8) to have a professional certified librarian.

are developed a) by project category and then b) within project category. Each project must meet the *Program Statement/Criteria* and represent sound planning for total library service to its community.

2.1 Priorities by project category

2.1.1. for central and cocentral libraries and/or system headquarters, or for a library established to serve an entire county where no such previous resource existed and which is projected to become the central library of a library system which will be a combined building, housing such library and system headquarters when adequate resources are developed.

2.1.2. for branches serving disadvantaged areas in metropolitan cities of over 150,000 population having adequate main library buildings.

a. No single library may receive grants for more than two branches in 1 year.

2.1.3. for main libraries serving a population over 10,000 that:

a. are not the legal central or cocentral library of a system.
b. serve a key role in system services.
c. give free direct access in accordance with their system's Plan of Service.

2.1.4. for small libraries serving a population under 10,000 that:

a. meet standards for State registration.
b. that represent sound planning for total library service within the system area.

2.1.5. for branch libraries in communities serving over 50,000 having adequate main library buildings.

a. No single library may receive grants for more than two branches in 1 year.

2.1.6. for the New York State Library.

2.2. Priorities within project category

2.2.1. Within project category 2.1.1. priority will be given in order to:

a. a central library and a system headquarters housed in a single building or adjoining buildings.
b. a library established to serve an entire county where no such previous resource existed, and which is projected to become the central library of a

library system which will be a combined building, housing such library and system headquarters.

c. a central or cocentral library which is a direct public service agency.

d. a system headquarters.

2.2.2. General priorities in order affecting each project category.

a. Libraries located in disadvantaged areas, defined as follows:

a.a. An area designated under the Appalachian Regional Development Act, the Public Works and Economic Development Act, or other comparable program.

a.b. An area having a large percentage of drop-outs, nonwhites, limited-English speaking, undereducated, or officially designated "poverty level" population and/or other pertinent indicators.

a.c. An area having a large percentage of Indians.

b. Projects that best meet the following criteria, listed in order of value:

b.a. are most adequate.

b.b. have best met operating standards.

b.c. have a strategically located site.

b.d. have suitable multimedia capacity.

b.e. are in readiness to start construction most promptly.

3. DEFINITIONS

(based on the Federal Regulations) apply to all construction projects that wish to apply under the Library Services and Construction Act, Title II.

3.1. Public Library: a library that serves free all residents of a community, district, or region without discrimination and receives its financial support in whole or in part from public funds. Such term does not include libraries such as law, medical, school, and academic libraries, which are organized to serve a special clientele or purpose.

3.2. Public Library Construction: includes construction of new buildings and acquisition, expansion, remodeling, and alteration (as distinguished from maintenance and repair) of existing buildings, and initial equipment of any such buildings or any combination of such activities (including architect's fees and the cost of acquisition of land).

3.3. Equipment: includes furniture and equipment, being all items necessary for the functioning of a particular facility as a facility for the provision of library services.

3.4. Library materials: (may NOT be acquired under Title II) are defined as books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, printed, published, and audiovisual materials, nonconventional materials designed specifically for the handicapped, and other materials of a similar nature.

4. FEDERAL AID FORMULA

for all projects that may be funded under LSCA, Title II, including funding ratios, limitations, and possible Federal reallotments or available fund balances, and possible supplementary aid.

4.1. Funds available for LSCA, Title II (Construction)

4.1.1. The level of Federal funding for FY 1976-77 is not yet known. No funds were appropriated for FY 1974 or FY 1975-76

4.1.2. All Federal funds available under this title are used for construction grants. None are used at the State level for administration or any other purpose except construction grants.

4.2. Ratios of Federal and local funds

4.2.1. The permissible maximum matching ratio between Federal and local funds is set by the U.S. Office of Education.

4.2.2. Federal construction funds are granted by the State at 35 percent Federal with a 65 percent local matching funds requirement.

4.3. Limitations on Federal grants

4.3.1. No grant will be made in excess of $350,000 except in the case of a central library and system headquarters combined in one building. Such a combination may earn up to $700,000 within the limits of funds available. The grant will be made to the central library.

4.3.2. Full funding will be given to as many approvable projects as possible; all available remaining funds for the fiscal year will be granted, although not reaching the maximum permissible, to the next project approvable within the priorities.
(Example: with $340,000 available for grants, the first project, eligible for a grant of $200,000 will be funded at $200,000. The next project, eligible for $175,000 will receive the remaining funds or $140,000 rather than $175,000.)

4.4. Reallotment

4.4.1. If year-end funds are realloted by the Federal Government or a balance is otherwise available, these may be distributed in the following priority:

a. An approved project not fully funded to 35 percent of project cost or the permissible limitation in the original grant.

b. Additional approvable projects.

c. Fully approved projects in the same fiscal year according to the following priorities:

c.a. Projects whose actual construction costs are markedly greater than estimated for original approved grant but not more than 35 percent (or limitation) of project cost.

c.b. Projects where the limitation of $350,000 (or $700,000) does not cover 35 percent of the project cost but not to exceed 35 percent of the project cost.

c.b.a. Combined central library/system headquarters
c.b.b. Central libraries
c.b.c. System headquarters
c.b.d. Other libraries, following project category priority

4.4.2. Revised budgets for the projects to receive such reallotment will be subject to approval by the U.S. Office of Education.

4.5. Supplementary aid is available from other Federal programs to the Library Services and Construction Act, Title II. Noted below are the two major programs, but libraries should also investigate and consider other possible Federal programs.

4.5.1. Appalachian Regional Development Act. Libraries in the counties of Allegany, Broome, Cattaraugus, Chautauqua, Chemung, Chenango, Cortland, Delaware, Otsego, Schoharie, Schuyler, Steuben, Tioga, and Tompkins (the counties designated under the Appalachian Act) may receive supplemental construction grants under this Act. The combined total Federal funds cannot exceed 80 percent; 20 percent must be from local funds. A State formula exists for Appalachian Act grants. Such grants are made through the New York State Appalachian Regional Commission.

4.5.2. State and Local Fiscal Assistance Act of 1972 (Federal Revenue Sharing). These funds are made available at the local level from the Federal Government to villages, towns, cities, and counties. The recipient local governments decide the use of these funds with only limited Federal requirements. These funds are expected to replace LSCA Title II funds, which are presently not available.

to be met in construction project planning.

5.1. Site must be well located for library service:

5.1.1. within two or three blocks of the busiest pedestrian intersection of the downtown or primary business and shopping area.

5.1.2. for branches, on the major street near the major intersection of the neighborhood.

5.1.3. for suburban areas with no clearly suitable site, a site that will provide the greatest accessibility for the majority of the population to be served.

5.1.4. adequate parking to meet local parking requirements.

5.2. Building space must be adequate.

5.2.1. The following table is a guide to minimum standards nationally accepted:

Table I. Experience Formulas for Library Size[4]

Population size	Book stock vol. per capita	No. of seats per 1,000 population	Total sq. ft. per capita	Desirable 1st floor sq. ft. per capita
10,000	3.5-5	10	.7-.8	.5-.7
10,000-35,000	2.75-3	5	.6-.65	.4-.45
35,000-100,000	2.5-2.75	3	.5-.6	.25-.3
100,000-200,000	1.75-2	2	.4-.5	.15-.2
200,000-500-000	1.5-1.75	1.5	.35-.4	.1-.125
500,000 and up	1-1.25	1	.3	.06-.08

[4]Based on Wheeler & Goldhor. *Practical Administration of Public Libraries.* 1962. p. 554 (updated, 1967)

5.2.2. Plans must be prepared by a registered architect. It is recommended he be a member of A.I.A. (American Institute of Architects).

5.2.3. A qualified, experienced library building consultant is recommended throughout the project planning.

5.3. Plans must show consideration of good layout in area relationships, efficiency in operation and workflow, and flexibility for adjusting to future needs.

5.4. If a project is remodeling and/or enlarging or the acquisition of an existing building, the project must result in a building that is equivalent to or a satisfactory substitute for a new building.

5.4.1. A statement from a fully qualified and experienced library building consultant and a registered architect as to the structural soundness and the suitability of an existing building (whether now serving as a library or not) for remodeling and/or enlarging will be required.

5.4.2. A project that is solely remodeling of an existing library must result in additional usable floor space.

5.5. Exterior design is a matter of local option, but the appropriateness of the exterior in attracting the public will be considered in evaluating the project.

5.6. Project must be planned on a basis of adequacy for 20 years' growth. In areas of heavy population growth, such as suburban areas surrounding major metropolitan cities, projects based on a 10-year projection MAY be submitted, but are not recommended. Such plans must show how the building will be expanded to meet the 20-year population projection.

for LSCA Title II projects must be met. Necessary information and forms will be supplied to all applicants as and when suitable.

6.1. Each project must meet requirements for access for the physically handicapped.

6.2. Each project must have its site evaluated for flood hazards.

6.3. Each project must be undertaken in an economic manner and not be elaborate or extravagant in design or materials.

6.4. Each project must comply with procedures that may be established to implement the National Environmental Policy Act, Executive Order No. 11288 with regard to the prevention of water pollution.

6.5. Each project must have a fee simple title or such other estate or interest in the site, including access thereto to assure undisturbed use and possession of the facilities for not less than the expected useful life of the facility.

6.6. Approved construction projects must be undertaken promptly after grant approval.

6.7. State and local codes with regard to fire and safety must be observed, and recognized codes shall be observed where State and local codes do not apply.

6.8. Each project must meet applicable State and local laws, rules, regulations, and standards.

6.9. All publicity must give credit to the sources of funding, especially the LSCA Title II funds.

6.10. No project costs are eligible for reimbursement until a project is approved for a grant[5] except:

6.10.1. Expenses (other than interest and the carrying charges on bonds) related to the acquisition of land on which there is to be construction of new buildings or expansion of existing buildings which are incurred within three fiscal years preceding the fiscal year in which the project is approved.

6.10.2. Architectural, engineering, and inspection expenses incurred subsequent to site selection.

[5]No project costs will be reimbursed unless a project is approved for a grant.

6.11. Title to facilities after completion will be in and retained by a public State or local agency.

6.12. A Federal grant must result in a usable public library facility.

6.13. Each project must comply with the Civil Rights Act of 1964, Title VI, and a Statement of Compliance with Title VI of the Civil Rights Act must be submitted.

6.14. Each project must comply with the Intergovernmental Cooperation Act of 1968, Title IV, to assure more comprehensive statewide planning. Each applicant must submit a "Notification of Intent To Apply for Federal Assistance."

6.15. Each project must meet the requirements of the Relocation Assistance and Real Property Acquisition Policies.

7. TENTATIVE TIMETABLE

for application and review of Federal aid construction grants.

SPECIAL NOTE: As no funds have been appropriated for LSCA Title II (Construction) for the past 2 years (FY 1974-75 and FY 1975-76) the application procedures have been slightly revised to save applicants unnecessary work until funding for FY 1976-77 is assured.

Condensed Timetable

Date	Action
1) August 16, 1976	Deadline for mailing Letter of Intent (last page) to Division of Library Development.
2) 5 weeks from date forms are sent to applicants when funds become available	Deadline for mailing Preliminary Applications to Division of Library Development.
3) 4 weeks after mailing deadline in 2)	Announcement by Division of Library Development of projects eligible to make final application.
4) 6 weeks after eligible applicants notified	Deadline for mailing Final Applications to Division of Library Development.
5) 6 weeks after mailing deadline in 4)	Announcement by Division of Library Development of approved grants.

* * * *

7.1. There are three phases to the procedures of application to and review of projects by the Division of Library Development for LSCA Title II construction grants.

7.1.1. Submission of a Letter of Intent To Apply for an LSCA Construction Grant to obtain Preliminary Application forms and needed materials.

7.1.2. Submission of a preliminary application and supporting information to enable review in relation to eligibility to submit final application.

7.1.3. Submission of a final applications and supporting information for review in relation to approval for a grant.

7.2. Submission of Letter of Intent to apply for an LSCA Construction Grant

7.2.1. It has been usual to send preliminary application forms to every library in the State. Since many do not apply, and especially in view of the lack of Title II funding in FY 1974-75 and FY 1975-76 to simplify procedures and avoid unnecessary work for applicants, applicants are requested to submit to the Division of Library Development a Letter of Intent, supplied as the last page of this Statement. As soon as funding is assured, preliminary application forms will be supplied to all those libraries submitting a Letter of Intent.

7.2.2. If a library wishes to apply for a Federal Library Services and Construction Act construction grant, the Letter of Intent should be completed and forwarded for information only through the Director of the system of which the library is a member. Deadline date is: postmarked no later than August 16, 1976.

7.3. Preliminary application

7.3.1. The deadline for submission will be dependent upon availability of funding. (See page 12, item 1), Condensed Timetable.)

7.3.2. Projects will be reviewed for eligibility to submit final application.

7.3.3. Announcement of eligibility to make final application will be made (see page 12, item 3), Condensed Timetable), and final application forms will be sent to all eligible projects.

a. All projects that meet the *Program Statement/Criteria* on the basis of information submitted will be notified of eligibility to make final application.

b. More projects than can be funded will be eligible to make final application.

c. Funds are NOT encumbered for a project at the time of statement of eligibility.

d. Eligibility to make final application does NOT in any way imply or guarantee that final approval will be given. The statement of eligibility shows only that a project appears to meet the *Program Statement/Criteria* at the time on the basis of information available.

e. Applicants who did not qualify for grants and wish a hearing must submit a request for a hearing within 2 weeks. Hearing procedure information will be supplied by the Division of Library Development upon request, to meet Section 203:3 requirement of U.S. Public Law 91-600.

7.4. Final application

7.4.1. The deadline for submission will be as shown on page 12, item 4), Condensed Timetable; final application must be postmarked no later than midnight of that date.

7.4.2. Projects will be reviewed in order of Project Category and, within each Project Category, by the priorities stated.

7.4.3. The level of Federal funding available is expected to be low. There may, therefore, be a number of projects that are approvable for a grant, but cannot be approved because funds are not available.

7.4.4. A precise deadline for final notification cannot be given as it is largely dependent on Federal action in regard to the amount of Federal funds to be made available and the time of notification to the State of such amount and availability. (See page 12, item 5), Condensed Timetable.)

7.5. Resubmission of applications

7.5.1. Project applications expire at the end of the Federal fiscal year each June 30; neither preliminary nor final applications are carried forward automatically into the next fiscal year.

7.5.2. If a project has not changed in any substantial way and there has been no change in the application form, the same application may be resubmitted for a later year.

a. A letter from the president of the library's board of trustees should be sent to the Division of Library Development stating that it is desired to resubmit the project and requesting that application on file be reviewed for the current year.

7.5.3. If applicants wish to resubmit their project for review in the current fiscal year, it is necessary to:

a. officially submit a preliminary application,
b. receive a statement of eligibility to submit final application, and
c. officially submit a final application.

7.5.4. No project will be reviewed for preliminary or final application unless officially resubmitted at the stated deadlines for the current year.

8. PAYMENT OF FEDERAL AID GRANTS

to approved applicants will be staged out as construction proceeds.

8.1. Such payments will be:

- 30 percent after signing of construction contracts
- 30 percent after completion of 30 percent of construction
- 30 percent after completion of 60 percent of construction
- 10 percent after completion of final audit

8.2. The final payment will be withheld until a local audit by an independent certified or licensed public accountant has been received and approved by the State agency and the U.S. Office of Education.

8.3. All funds for grants are encumbered at the Federal level and are released by the Federal Government upon submission of documentation by the Division of Library Development as the project advances.

8.4. Financial records for the project must be retained at the local level, accessible and intact, for a period of 5 years after the close of the Federal fiscal year in which the expenditure was made or until notified of the completion of the Federal audit, whichever is earlier.

9. INVENTORY AND DISPOSITION OF FACILITIES AND EQUIPMENT

must meet Federal regulations as follows:

9.1. An inventory of items of equipment costing more than $200 per unit must be maintained until such unit depreciates to a fair market value of less than $200 or is disposed of in accordance with Federal regulations.

9.2. Whenever a public library facility or item of equipment in which cost the Federal Government has participated is no longer used for a purpose under the Act or is sold and such proceeds are not used for such a purpose, the Federal Government should be credited with its proportionate share.

NEW YORK STATE
ANNUAL PROGRAM STATEMENT, 1976-77

TITLE III - INTERLIBRARY COOPERATION

LIBRARY SERVICES AND CONSTRUCTION ACT

Title III - Interlibrary cooperation - of the Library Services and Construction Act as amended by Public Law 91-600, continues to provide for the development and expansion of networks of library cooperation which will produce effective coordination of the resources of various types of libraries. In keeping with the provisions of the Federal Act, New York State's Annual Program Statement for Title III will use available funds to promote and coordinate the maximum utilization of all types of library informational materials through a system of interlibrary cooperation in referral of requests, and the supply of materials. While the overall objective is not totally achievable in a single year, primary emphasis during the coming year will be placed on the first four points listed below.

During fiscal year 1976-77, the available funds will be allocated to:

1. The improvement of interlibrary loan; extending the resources of the State Library to all other libraries in the State and assisting in the establishment of a statewide network of referrals in which the State Library serves as the switching center.

2. Promoting and strengthening the field services of the Division of Library Development to coordinate interlibrary planning.

3. Studies relating to the role of and inclusion of different types of libraries in statewide cooperation, supportive of the recommendations of the Regents Position Paper on Libraries.

4. Continuation of reference and research library resources program, aimed at assisting the serious library user in identifying, locating, and gaining access to advanced research materials. (Through matching State funds)

5. Grants may be made to systems to improve intersystem cooperation on a regional basis through demonstration and upgrading of existing programs such as interlibrary loan. (If funds permit)

6. Participation in interjurisdictional cooperation and planning, including interstate programs.

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